

Wells, Mike

From: Wells, Mike
Sent: Thursday, June 05, 2014 2:40 PM
To: Dagseth, Renee
Cc: Ogle, Kimberly; Brown, Nancy
Subject: RE: TRI files and the move

Two weeks prior to your move date. We have contractual reasons with the files move company Workpointe such that volumes have to be stable inside that two week window, so each office is giving staff that date as a formal "cutoff date" for adding/subtracting files from the file savers.

From: Dagseth, Renee
Sent: Thursday, June 05, 2014 2:36 PM
To: Wells, Mike
Cc: Ogle, Kimberly; Brown, Nancy
Subject: RE: TRI files and the move

Thanks Mike! Your plan sounds good. By what date do the files need to "Versatiled"?

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From: Wells, Mike
Sent: Thursday, June 05, 2014 2:22 PM
To: Dagseth, Renee
Cc: Ogle, Kimberly; Brown, Nancy
Subject: TRI files and the move

Hi Renee—Re OCE's 7/26 move from floors 10, 12, and 13: There's about 36 linear feet of TRI files (on 12 NW file saver) scheduled for transfer to the 16th floor CRC. However, by policy the CRC can only accept folders previously indexed and labeled via our Versatile records management software. All folders must be pre-labeled with official format and label position, in accordion folders, prior to transfer. It looks like these files have not yet undergone that process.

For the purposes of the files move planning, that simply means that they'll have to go initially to the program file saver on OCE's new/swing floor (8NE). Let me know if you have any questions or if there's anyone else who needs to be aware of this. Thanks.

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